



# Simsbury Police Department

933 Hopmeadow Street

P.O. Box 495

Simsbury, CT 06070

PETER N. INGVERTSEN  
CHIEF OF POLICE

PETER P. SEVETZ, JR  
CAPTAIN

MATTHEW CATANIA  
CAPTAIN

To: Police Officer Applicants

From: Chief Peter Ingvertsen

Thank you for expressing an interest in working for the Simsbury Police Department. Enclosed is a Town of Simsbury application for Police Officer. Please follow these steps to be sure your application package is complete.

- **Fill in application completely and include all supporting documentation including copy of college transcripts or diploma and/or military DD214.**
- **Provide copy of your valid CHIP card with application.**
- **The \$50 testing fee must be included with the application in the form of a check made out to the Simsbury Police Department.**
- **Staple all contents of the application package together and insert in an envelope.**
- **Completed applications may be mailed or hand delivered to the police department.**
- **If mailed, please address to: Simsbury Police Department  
Att: Sgt. Peter Haynes  
933 Hopmeadow Street  
Simsbury, CT 06070**
- **If hand delivered, please leave application packages with the Records Division, also labeled Att: Sgt. Peter Haynes. Application packages may be delivered at any hour.**
- **Completed applications must be returned to the Simsbury Police Department by October 25, 2007 at 4:00 pm.**

Applications can be downloaded at the end of this document.

A Police Officer in the Town of Simsbury represents the Simsbury Police Department and performs duties affecting safety and security of the community. The process of selecting people for employment as Police Officers is extremely important and includes several steps. The process is described below. Please read through the entire description. It includes valuable information describing what will be required of you during this process. No part of the testing process requires any prior knowledge of law enforcement.

## **Application**

Your application will be reviewed to insure that you have met the minimum requirements. If you have met the requirements, you will be allowed take the written exam. Candidates

will be notified, via U.S. mail, of the receipt of their application. The notifications will be mailed to the address listed on your application. **Once your application is submitted you should plan on attending the written exam on November 3, 2007 at 10:00 a.m. at the Henry James Memorial School cafeteria, 155 Firetown Rd, Simsbury, CT.**

### **Physical Agility Assessment**

All candidates are required to complete the physical agility assessment exam. The agility is conducted by Complete Health & Injury Prevention, Inc. (CHIP, Inc.), **and it is the candidate's responsibility to provide a copy of their valid CHIP card with their application. If you do not submit a valid CHIP card with your application you will not be allowed to take the written exam.**

A description of the agility process is included in this packet. To participate in the agility examination, candidates must register with CHIP, Inc. To obtain the necessary paperwork, you can call CHIP, Inc. at (203)-235-5865 or access their website at [www.policeapp.com](http://www.policeapp.com). Please be aware that as you continue in our selection process, you may be required to take the physical agility examination more than once (there is no cost for subsequent agility tests). It is a Police Officers Standards and Training Council (POSTC) requirement that candidates pass the physical agility test within 30 days of the start of the academy. We recommend that you continue to practice the four basic agility tests.

### **Written Examination**

The written examination will be held at 10:00 a.m. on November 3, 2007 at the Henry James Memorial School cafeteria, 155 Firetown Rd, Simsbury, CT. The examination will take approximately three (3) hours. **Applicants must present their drivers license, passport, or other valid photo identification the day of the examination.**

### **Oral Panel Examination**

The top group of applicants passing the written exam will be invited to participate in an oral panel examination. Not everyone who passes the written exam is invited to participate in the oral examination. Candidates who obtain the highest written and oral exam scores will be placed on an eligibility list and may be asked to continue with the next step of the process. All others who passed the written examination will be placed on a list and they may be considered again during the year if any vacancies for Police Officer occur.

### **Background Investigation**

The Police Department will conduct a thorough background investigation on those candidates who passed the written and oral examinations and are selected by the Chief of Police to continue in the process. Background investigations will include a polygraph examination as well as verifying work, school and personal references, military and police records, a credit check, obtaining information on a candidate as an applicant to other police departments and other sources as necessary. Rejection from a police hiring process in another community may be the basis for disqualification in this process. Participation in illegal activities, including narcotics use, will be investigated regardless of whether those activities resulted in conviction of a crime. The Chief of Police has the

discretion to hire anyone from within the eligible group who is not disqualified based on background or other test results.

### **Medical Examination**

A post-offer physical examination, including drug testing, will be required of finalists. A post-offer polygraph and psychological evaluation is also required. If you have any questions about this process or wish to discuss whether any aspect of your background may disqualify you from consideration, please contact Sergeant Peter Haynes to discuss the matter at (860) 658-3115.

### **Physical Agility Assessment**

The agility examination consists of four basic tests:

**Event # 1 1 Minute Sit-Up Test** – This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force. The score is the number of bent leg sit-ups performed in one (1) minute.

**Event # 2 Sit and Reach Test** – This is a measure of the flexibility of the lower back and upper leg area and the candidate's range of motion. It is an important area for performing police tasks involving range of motion. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. The score is in inches reached on a yardstick with 15 inches being at the toes and the 36 inch mark being at the far end away from the toes.

**Event # 3 1 Repetition Maximum Bench Press** – This is a maximum weight pressed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. The score is a ratio of weight pressed divided by body weight.

**Event # 4 1.5 Mile Run** – This is a timed run to measure the heart and cardio vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance. The score is in minutes and seconds.

### **40<sup>th</sup> PERCENTILE STANDARDS**

Sex/Age		40th PERCENTILE STANDARDS		
Male	Sit-up	Flex	Bench Press	1.5 Mile Run
20-29	38	16.5"	99%	12:25
30-39	35	15.5"	88%	12:51
40-49	29	14.3"	80%	13:46
50-59	24	13.3"	71%	14:54
Female	Sit-up	Flex	Bench Press	1.5 Mile Run
20-29	32	19.3"	59%	14:49
30-39	25	18.3"	53%	15:25
40-49	20	17.3"	50%	16:12
50-59	14	16.8"	44%	17:14

[Click here to download an application.](#)